

ROUTING AND RECORD SHEET

82-6014

SUBJECT: (Optional)

Pay Increase for Employees Covered by Special Pay Schedules

FROM:

James N. Glerum
Director of Personnel
5E58 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. General Counsel
7D00 Hqs.

2.

3. ER
7E12 Hqs.

4.

5. Executive Director

6.

7. DDCI

8.

9.

10. D/Pers
5E58 Hqs.

11.

12.

13.

14.

15.

To 7: Attached is a memorandum recommending your approval for a 4.8 percent increase for employees covered under Special Pay Schedules (Engineers, Medical Officers, and Clericals in selected locations). As you are aware, we have hired the consulting firm of [redacted] to study the Agency compensation program. Unfortunately, Phase II of the [redacted] study will not be completed until March/April 1982. We are most optimistic that the [redacted] study will support at least 4.8 percent rate increase for SPS employees, but I do not see how we can deny our employees that increase until the study is completed, particularly when we are presently experiencing difficulty in hiring and retaining these scarce-skill categories of personnel.

James N. Glerum

Effective 17 Jan '82

DAD

ILLEGIB

STAT

15 JAN 1982

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : James N. Glerum
Director of PersonnelSUBJECT : Pay Increase for Employees Covered by Special Pay
Schedules (Engineers, Medical Officers, and Clericals
in Selected Locations)

1. Action Requested: Paragraph 4 contains a recommendation for your approval.

2. Background:

a. In October 1981 employees covered under the General Schedule (GS) received a 4.8 percent pay comparability increase. Agency employees not under the General Schedule, but covered under a Special Pay Schedule (SPS), received only a 1.5 percent increase.

b. Special Pay Schedules are designed to provide compensation for certain employees in scarce-skill occupations. Within the Agency, there are less than 120 employees covered under these schedules. As evidenced by the 1.5 percent increase for SPS employees, the normal General Schedule salary survey criteria used for annual pay comparability are not used to adjust Special Pay Schedules. Because OPM was studying the salaries for SPS personnel and the study was not completed at the time of the General Schedule increase in October 1981, OPM made a technical adjustment in the SPS resulting in an approximate 1.5 percent pay increase.

3. Staff Position:

a. We have received several complaints from employees in the SPS category, including an inquiry from the Inspector General. In reviewing this perceived inequity for SPS personnel, we have learned that OPM expects to issue its SPS findings in late January 1982. While OPM will not comment on the precise percentage of the increase for employees covered under SPS, past experience, government-wide recruitment problems for hard-to-hire categories, and the rate of inflation leads us to believe the increase will be a minimum of 4.8 percent. In addition, we have been advised that NSA invoked its Director's special authority to grant a 4.8 percent rate increase for its SPS employees effective on the same date (4 October 1981) as the government-wide

4.8 percent increase for General Schedule employees. NSA's action was based upon the evidence provided by the consulting firm of Towers, Perrin, Forster and Crosby when they studied the compensation program at NSA this past year.

b. The authorities by which the Agency pays salaries are not tied to the General Schedule since CIA is exempt. Thus, special pay scales may be established when justifiable. Based upon the fact that we continue to experience difficulty in attracting, hiring, and retaining employees under the SPS; that OPM's study is expected to provide a minimum 4.8 percent increase for employees covered under the SPS government-wide; and that NSA has already adopted a 4.8 percent increase for its SPS personnel, I believe CIA should provide a 4.8 percent increase retroactive to 4 October 1981 for Agency employees covered by Special Pay Schedules. OGC has advised, however, that CIA cannot grant this increase retroactively until such time as OPM grants a government-wide 4.8 percent increase retroactive to October 1981.

4. Recommendation: It is recommended that Agency employees covered by Special Pay Schedules be granted a 4.8 percent salary increase effective with your approval, with the understanding that a retroactive increase may be recommended to you at a later date based on action taken by OPM on a government-wide basis.

[Redacted Signature]

✓ James N. Glerum

STAT

CONCUR:

[Redacted Signature]

Executive Director

15 JAN 1982

Date

The recommendation contained in paragraph 4 is:

[Redacted Signature]

Deputy Director of Central Intelligence

DISAPPROVED ()

1/17/82
Date

Distribution:

Orig - Rtn to D/Pers

1 - DDCI

1 - ExDir

1 - ER

1 - D/Pers

1 - PMCD

[Handwritten initials]